

GRANT ASSISTANCE PROGRAM (GAP)

REQUEST FOR PROPOSALS



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**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
REQUEST FOR PROPOSALS**

TABLE OF CONTENTS

I. GENERAL INFORMATION

A. Introduction.....	3
B. Submission of Proposals.....	3
C. Funding Duration.....	5
D. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement.....	5
E. Resolution from Governing Body.....	5
F. Proposal Components.....	5
G. Eligibility Criteria.....	6
H. Funding Priorities.....	6

II. PREPARING PROPOSALS

A. General.....	7
B. Proposal Cover Sheet.....	7
C. Project Narrative.....	7
1. Summary.....	8
2. Problem Statement.....	8
3. Project Description.....	8
4. Project Personnel.....	8
5. Budget.....	9

III. SELECTION OF PROPOSALS FOR FUNDING

Evaluation and Selection	9
--------------------------------	---

IV. PROCESSING GRANT AWARDS

Notification of Grant Award	10
-----------------------------------	----

V. USEFUL INFORMATION

Special Programs	11
------------------------	----

Sample Goals and Objectives	13
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I. GENERAL INFORMATION

A. Introduction

This Request for Proposals (RFP) furnishes grant applicants with the following:

- Procedures for preparing grant proposals
- Grant Forms

Once an RFP is issued, the ABC may only answer technical questions about the RFP and the Grantee Handbook. ABC staff cannot assist applicants with the preparation of their proposals.

Applicants selected for funding must retain a copy of this RFP, the Grantee Handbook, and the standard State contract as these materials are the requirements for the entire grant award period.

This RFP requires that proposals be submitted on the grant proposal forms or computer-generated forms. If computer-generated forms are used, they must duplicate the ABC forms and not allow the applicant more space than provided on the ABC forms.

Information must be provided as directed. This includes following all instructions, using specific forms and formats, and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

B. Submission of Proposals

**THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT THE
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL IS:**

DATE: Tuesday, March 31, 2009

TIME: 5:00 p.m.

Mail or deliver proposals in an envelope to:

**Department of Alcoholic Beverage Control
Attention: Suzanne Pascual
3927 Lennane Drive, Suite 100
Sacramento, CA 95834**

All proposals are date and time stamped upon receipt at ABC. Proposals received after the deadline will not be eligible for consideration. It is the responsibility of the applicant to ensure that the proposal is received by ABC by the specified

deadline. ABC will not be responsible for a late or incomplete proposal due to mistakes or delays of the applicant or the carrier used by the applicant. A ***postmark is not sufficient.*** ABC will not accept electronic facsimiles (FAX) of the proposals.

Applicants **must submit five (5) copies** of the proposal with original signatures (not a stamped, photocopied or facsimile [fax] version) on at least one of the copies of the Proposal Cover Sheet. All copies must be legible.

ABC will not notify applicants regarding omissions or accept any late additions to the proposals.

All proposals will be rated solely on their content. Materials not included in the written proposal will not be considered.

The applicants must strictly adhere to the following:

- All of the required forms must be completed.
- Each form must be completed by the applicant. It is not acceptable to reference another section in lieu of completion (e.g., "See Section X").
- Proposals must be typed or computer generated. Typed or computer-generated letter characters must be no smaller than the equivalent of standard 12 pitch print. Page size must not exceed standard 8 1/2 x 11 inch paper.
- The applicant's response cannot exceed the space provided on the single side of each ABC form (or a computer-generated duplicate).
- No additional pages may be submitted unless indicated on the specific ABC form or RFP instructions.
- One (1) original plus four (4) copies of the proposal must be submitted.
- At least one (1) copy of the proposal must have original signatures on the Proposal Cover Sheet.
- Each copy of the proposal must be assembled separately and individually fastened in the upper left corner. **DO NOT BIND PROPOSALS.**

If the applicant does not adhere to the items listed above, points will be subtracted from the application's total score.

C. Funding Duration

Agencies selected for funding through this RFP will be funded for one year. Agencies responding to this RFP must budget funds for 12 months, **with funds being evenly spent throughout the grant year**. The grant period will begin on July 1, 2009, and end on June 30, 2010.

D. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement

Applicants selected for funding will be required to sign a contract stipulating they are in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by the State.

E. Resolution from Governing Body

If selected for funding, a resolution will be required from the governing body authorizing the applicant to enter into a contract with the State. It should be noted in the resolution that if an amendment to add additional funds is made to the original contract, an additional resolution is not necessary from the governing body to accept this additional funding. Applicants selected for funding will be required to submit an original or a current certified copy of the resolution. Once notified of selection, it is incumbent upon the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.

F. Proposal Components

Please use the following checklist to ensure that all copies of the completed proposal contain the required components in the order listed below:

- Proposal Cover Sheet
- Project Narrative
- Budget Estimate
- Other Funding Sources

Failure to include all necessary forms may result in the rejection of the proposal or will result in a lower score in the rating process. ABC will not advise applicants that their proposal is incomplete prior to its rejection.

G. Eligibility Criteria

In accordance with the State Budget Act, only law enforcement agencies within the State of California may apply.

H. Funding Priorities

In awarding grants, the ABC has established the following funding priorities; however, these are not necessarily listed in programmatic priority order:

1. General Priority Considerations

- To provide funds to projects which operate in a service area where there is a high crime rate and/or an identifiable alcohol-related problem associated with alcoholic beverage licensed establishments;
- To provide funds to projects which represent the state geographically as defined by the Department of Alcoholic Beverage Control;
- To provide funds to projects providing programs and services to medium to large population areas in order that as many persons as possible may benefit;
- To provide funds for rural projects recognizing that they provide needed programs and services to smaller communities and, in some cases, large geographical areas;
- To provide funds for projects where there is a demonstrated need for services;
- To provide funds for projects with the intent to train officers on ABC education, prevention, and enforcement measures who can carry out these programs after the grant cycle has been completed.

2. Program Specific Considerations

- Demonstrated ability: The implementing agency should demonstrate experience working with the Department of Alcoholic Beverage Control.
- Training: Applicants should demonstrate a willingness to allow grant reimbursable training by ABC sworn staff.
- Coordination with community resources: Applicants should demonstrate a willingness and ability to have working relationships with other governmental agencies and community organizations.

II. PREPARING PROPOSALS

A. General

When completed, the following forms become the proposal to be submitted to ABC for consideration: Proposal Cover Sheet, Project Narrative, Budget Estimate and Other Funding Sources. Instructions for completion of each required form is provided either on the form itself or in the section describing the requirements. Each form must be completed according to the instructions.

B. Proposal Cover Sheet

The Proposal Cover Sheet is the cover page for the proposal and serves as a preliminary agreement between the applicant and ABC. The individual signing the cover sheet for the applicant must be in a position to provide reasonable assurance that the project will conform to ABC requirements if selected for funding. This person's original signature (not a stamped, photocopied or facsimile [fax] version) must be on at least one copy of the Proposal Cover Sheet submitted to ABC.

A standard State contract (Std. 213) will be provided to applicants that are selected for funding. The contract is the agreement between the applicant and the ABC. The official signing the contract for the grantee must be the official designated by title in the resolution, which will also be required if selected for funding.

C. Project Narrative

The project narrative is the main body of information which describes the applicant's need for funding and the plan to address a community's problems/issues through appropriate and achievable objectives and activities. The project narrative should be a detailed description of the project, explaining how it is designed, how it will be implemented, who will be involved, and what results are expected.

The project narrative must be no more than four (4) typewritten pages. Do not reduce standard 12 pitch print or standard paper size of 8 1/2" by 11". Reduction in print or paper size will be considered a violation of mandatory criteria and the proposal may be disqualified. See enclosed Grant Forms package for appropriate forms.

When preparing the proposal, follow the format and address each of the following areas. The total points possible are 100.

1. Summary (15 points)

- a. **Agency Description** – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of ABC licensed locations.
 - b. **Funding Requested**- Dollar amount requested.
 - c. **Goals and Objectives**- List the goals and objectives of your project.
- 2. Problem Statement - Describe the issues or problems to be addressed with grant funds. (25 Points)**
- a) Clearly identify the area to be served, any specific problem locations, any specific community concerns, and the factors contributing to the problem.
- 3. Project Description - What are the goals and objectives of the proposed project? (25 points)**
- a. Describe in detail the goals and objectives you wish to accomplish.*
 - b. Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement.
 - c. You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.
 - d. You are also encouraged to utilize ABC enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.
- * A list of sample objectives appears on page 13.*
- 4. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget. (25 points)**
- a. Include the number of staff, type of staff, and staff qualifications.
 - b. Include unit/division that will be responsible for the grant.
 - c. Include the names, rank, and current assignment of personnel involved.

5. Budget (5 points each, 10 points total)

a. ABC 800C Budget Estimate

A sample budget display appears in the Grantee Handbook. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period. Include only those items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, Chapter 1, for details on preparing your budget.)

b. ABC 800D Other Funding Sources

Describe other funds that your Department will contribute towards the success of this project.

III. SELECTION OF PROPOSALS FOR FUNDING

Evaluation

ABC will appoint a selection committee to read, evaluate, and rate all proposals. (See Grant Forms package for the Rating Form.) To be considered for funding, the proposal must be complete and in accordance with the RFP and the Grantee Handbook. ***Incomplete proposals may be rejected or result in a lower rating.***

Recommendations for funding will be based on the following:

- The proposal rating score
- Consideration of the funding priorities listed in Section I(h) of this Request for Proposal

Selection

The selection committee will submit recommendations for funding to the Director of the Department of Alcoholic Beverage Control for final selection.

IV. PROCESSING GRANT AWARDS

Notification of Grant Award

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicants submit proposals to ABC
2. ABC receives proposals
3. ABC pre-screens proposals for eligibility
4. Selection committee reads and scores proposals
5. Selection committee submits selection recommendations to the ABC Director
6. ABC Director makes final funding decision
7. ABC sends selection notification letter to all applicants, successful and unsuccessful
8. ABC sends approved contract to grant applicant for signature and return to ABC
9. ABC signs contract and sends fully executed documents to the Department of General Services, Legal, for approval
10. Fully executed copy is sent to applicant

SPECIAL PROGRAMS

The following is a description of Department enforcement strategies that, when used together in a comprehensive program, achieve dramatic results in combating alcohol-related crimes. We encourage all grant proposals to include a variety of these strategies.

IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies)

The IMPACT Program is a prevention and education program. Its main objective is to teach licensees how they can help reduce alcohol-related crime. The program is a change from the traditional law enforcement philosophy. It is designed as a crime preventive approach in a relaxed atmosphere of cooperation between merchants and law enforcement officers.

During an IMPACT Inspection, officers remind licensees of the responsibilities and accountability associated with the sale of alcohol. The officers also inspect licensed premises for compliance with State and local laws.

If a licensee is not in compliance, the officers will tell the licensee or employee on duty what issues need to be addressed and provide copies of any laws or rules. Licensees must then correct any problems. Later, officers will conduct follow-up visits.

LEAD (Licensee Education on Alcohol and Drugs)

The LEAD Program is a free, voluntary prevention and education program for retail licensees, their employees, and applicants. Its mission is to provide high quality, effective, and educationally sound training on alcohol responsibility and the law.

The curriculum is designed for licensees, managers, and employees. There is no separate management curriculum. Program length is 3 1/2 hours, except for Fairs/Special Events Training, which is 2 hours. Participation is limited to 50 persons per class.

MINOR DECOY

This program allows law enforcement agencies to use persons under 20 years of age as decoys for the purpose of purchasing alcoholic beverages from licensed premises. The use of underage decoys to check whether licensees are selling alcohol to minors can show a dramatic drop in the illegal activity when the minor decoy program is repeatedly used.

ROSTF (Retail Operating Standards Task Force)

ROSTF is a pro-active strategy to address public nuisance problems at the point of sale on a community-wide scale. ROSTF is operated similar to an IMPACT program, but ABC Investigators and local law enforcement officers gather evidence of specific violations of Section 25612.5 B&P. This law requires licensees to, among other things, remove litter daily, control graffiti, provide exterior illumination, and keep windows and doors clear of excess signage.

SHOULDER TAP

“Shoulder Tap” is a common method used by persons under age 21 to solicit person to purchase and furnish them with alcoholic beverages. The Shoulder Tap Program is an enforcement program that ABC and local law enforcement agencies use to detect and deter shoulder tap activity. During the program, a minor decoy, under the direct supervision of law enforcement officers, solicits adults outside ABC licensed stores to buy the minor alcohol.

Any person seen furnishing alcohol to the minor decoy is arrested (either cited or booked) for furnishing alcohol to a minor (a violation of Section 25658(a) Business and Professions Code).

TRAP DOOR

Trap Door is an operation that targets minors who are either trying to purchase alcohol or trying to enter a bar or night club with false ID. During the operation, officers work directly with employees of ABC licensed premises to detect and then cite the person trying to use false ID.

COPS IN SHOPS

The Cops in Shops is a Century Council program targeted at deterring minors from buying alcohol and keeping adults from buying alcohol for them. Off-duty, plainclothes officers pose as employees in licensed locations to issue citations or make arrests for attempted purchase or furnishing of alcohol.

SAMPLE GOALS AND OBJECTIVES

ABC provides the following samples to help guide you and give you ideas to build upon. Incorporate those that you believe will help solve the problems within your jurisdiction. We encourage applicants to develop their own objectives that they feel will address the problems in their jurisdiction.

1. Identify and target problematic ABC licensed establishments.
2. Develop and implement a multi-agency task force concept (involving ABC, Labor Law, Health Department, code enforcement, etc.).
3. Develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency.
4. Conduct _____ task force operations targeting ABC licensed premises.
5. Prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by Section 24202 Business & Professions Code).
6. Implement a new/improved system of transmitting arrest reports by _____ (specific time frame).
7. Increase communication and involvement with local community groups and citizen action committees by meeting with them at least _____ (specific number) times.
8. Conduct at least _____ minor decoy operations.
9. Conduct at least _____ "Shoulder Tap" operations.
10. Conduct at least _____ "Cops in Shops" operations.
11. Provide roll call training on alcohol-related issues for all sworn personnel on a regular and continuing basis. (Be specific as to how often and when you plan to implement this objective.)
12. Coordinate and conduct _____ IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations.
Or
Coordinate and conduct IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations at _____% of the licensed premises within our jurisdiction.
13. Schedule and coordinate _____ LEAD (Licensee Education on Alcohol and Drugs) Classes.

14. Develop a policy and procedure to inform citizens in our community about this project and give periodic updates on the status and accomplishments of the project.
15. Issue _____ press releases regarding the grant and/or the activities conducted under the grant.